



United States Court of Appeals for the Eleventh Circuit

MANAGEMENT ANALYST

VACANCY ANNOUNCEMENT #: 22-3

LOCATION: Atlanta, Georgia

APPOINTMENT: Permanent/Full-Time

OPEN/CLOSING DATE: February 24, 2022 – Open Until Filled
Preference given to applications received by **March 11, 2022**.

SALARY RANGE: CL 27: \$55,898 – \$90,848
CL 28: \$66,979 – \$108,919

Starting salary is dependent upon qualifications, experience, and court funds.

If the selected candidate is appointed at the CL 27 grade, he/she will be eligible for promotion to the CL 28 grade without further competition.

ABOUT THE COURT

The United States Court of Appeals for the Eleventh Circuit was established by Congress in 1981. The circuit has jurisdiction over federal cases originating in the states of Alabama, Florida, and Georgia. The circuit includes nine district courts with each state divided into Northern, Middle, and Southern Districts.

BACKGROUND CHECK

The position of Management Analyst is a sensitive position. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

POSITION OVERVIEW

The Clerk's Office is seeking an individual looking for a challenging, interesting and rewarding career in public service to serve as a **Management Analyst**. The Management Analyst conducts research, reviews, analyzes, and audits data. Additionally, this position develops a variety of organizational, financial, budgetary, statistical, and/or operational reports for the purpose of analyzing and improving operations, and providing recommendations to the Clerk's Office, other court units, and to the judges of the Eleventh Circuit. Some lifting may be required. Occasional work outside of normal business hours may be required.

REPRESENTATIVE DUTIES

- Collect, review, audit, and analyze data regarding court operations and make recommendations for improvements.
- Perform data analysis and conduct modeling based on different scenarios.
- Respond to requests for information and clarification from judges, managers, other court units, and the public regarding operational data or related statistical information.
- Collaborate with IT professionals in the Circuit Executive's Office to develop applications and programs to extract data from the Case Management/Electronic Case Files (CM/ECF) database for circuit and Clerk's Office's statistical reports, charts, spreadsheets, graphs, and tables.
- Develop procedures and standards for data entry to ensure validity of the data. Perform quality assurance reviews for the Clerk's Office.
- Advise supervisors and managers when CM/ECF errors are found and recommend corrective action, including developing new procedures or revising existing quality control procedures.
- Ensure the validity of local data, the timely production of the Clerk's Office monthly statistical reports, and the fulfillment of statistical reporting requirements of the Administrative Office of the U.S. Courts (AO).
- Maintain familiarity with data published by the AO and other entities outside the court.
- Collaborate with the Quality Control Section to review data input and develop new or corrective procedures in order to ensure the validity of data in CM/ECF.
- Compare and analyze current and historical data from federal courts for case filing trends for a wide variety of circuit case-related matters.
- Perform internal assessments and provide assistance for cyclical audits.
- Perform other functions within the Clerk's Office as assigned.

QUALIFICATIONS

Extensive knowledge of tools used to perform statistical and data analysis, such as SPSS, R, Python or Excel, is required. Familiarity with and skill in the use of database applications such as Crystal Reports or MS Access and/or ability to construct and run SQL queries is required. Extensive knowledge of theories, principles, practices and techniques of research design, methodology, and data presentation. Ability to interpret, present, and display the results of research. Incumbent must possess strong organizational, analytical, verbal and written communication skills, be detail-oriented, and demonstrate initiative.

- Two years of specialized experience
or
- Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant possesses or has the ability to understand the methods and tools to perform the duties of the position; analyze problems and assess the practical implications of alternate solutions; communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience that provides the knowledge and skill in applying a wide range of complex analytical, mathematical, and statistical theories, ability to modify established methods; knowledge of manipulation of large databases including data retrieval and detailed understanding of data elements to coordinate data from different databases.

COURT PREFERRED QUALIFICATIONS: Experience working in a court environment, particularly federal court, or legal field is preferred. Advanced education in economics, political science, statistics, public administration or other related field is desirable. Familiarity with data visualization software, such as Tableau, is a plus.

HOW TO APPLY

Qualified applicants interested in this position must submit a **single** PDF containing all of the following:

- Cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- Resume and Federal Judicial Branch Application for Employment (AO78) (Application form is available on <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- Two most recent performance evaluations or a statement that the evaluations are unavailable;
- Names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to CO_apply@ca11.uscourts.gov (please include "Management Analyst" in the subject line). **Please note applications that are not submitted as a single PDF or are incomplete may not receive further consideration.**

Applicants selected for interviews must travel at their own expense if interviews are not held by videoconference. Applicants will not be reimbursed for travel and relocation expenses. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

ADDITIONAL INFORMATION

Applicants must be U.S. citizens. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Judicial Branch employees are "at will" employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the "Code of Conduct for Judicial Employees," [Click here](#) to view.

Judiciary employees are entitled to benefits similar to those of other government employees including paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (See attached employee benefit summary).

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	11 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>

(revised 10/2021)